

REPORTS INVENTORY				CONTROL NO.	
PREPARE IN DUPLICATE				DDS/OL/LSD 10	
1. TITLE OF REPORT (if a fill-in report include Form No.)				2. TYPE OF REPORT	
SAFETY Report				<input type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	<input checked="" type="checkbox"/>	PERSONNEL	<input type="checkbox"/>	TRAINING	ADMIN. GENERAL OTHER (specify)
	<input checked="" type="checkbox"/>	LOGISTICS	<input checked="" type="checkbox"/>	SECURITY	
	<input checked="" type="checkbox"/>	MEDICAL	<input checked="" type="checkbox"/>	FINANCE	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)	
FOUR		Annually -1 Feb		CIA Security O; LSD, OL/Sec. O; LSD Safety O.	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Memo		<input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO		STAT	
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
LSD Safety Officer, <input type="text"/>					

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS 9.5	5.38		1/2		2.69		1		2.69
GS 5.1	3.15		1/2		1.58		1		1.58

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

4.27

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

"Reporting to the CIA Safety Officer(Office of Security) by 1 February of any additional lost time during the preceding calendar year attributed to the injuries which have been reported. Report is made from copies retained of FNM 2652a. It is estimated that there are thirty (30) per year.